

Tinker Air Force Base

Community Advisory Board Charter

The Community Advisory Board (CAB) is an organization entered into by Tinker Air Force Base (TAFB) and the citizens of Oklahoma county and surrounding communities.

I. Purpose & Function of the CAB

a. The purpose of the CAB is to promote community awareness and obtain constructive community review and comment on environmental actions associated with Tinker AFB. The CAB will facilitate communication and disseminate information concerning the environmental programs of Tinker AFB. The CAB serves in an advisory capacity to Tinker AFB; Region VI Environmental Protection Agency (EPA); Oklahoma State Department of Environmental Quality (ODEQ).

b. Tinker AFB has developed a Community Relations Plan (CRP), which outlines the community involvement program in accordance with the Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA) of 1980 and the Resource Conservation and Recovery Act (RCRA). A copy of the CRP is on file at the Tinker AFB Installation Restoration Program information repository, located at the Midwest City Public Library (8143 East Reno, Midwest City, OK 73110).

II. Basis & Authority for Charter

The basis and authority for this charter are contained in CERCLA guidance, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, specifically Sections 120(a), 120(f), and 121 (f), and 10 U.S.C. 2705, enacted by Section 211 of SARA, Tinker AFB, EPA, and ODEQ (formerly Oklahoma State Department of Health) Federal Facility Agreement (FFA), December 1988 and the FY95 Defense Authorization Act, Public Law 103-337, at Section 326(a).

III. Membership

a. The CAB is comprised of a balanced spectrum of citizens from the local community and representatives from Department of Defense (DoD), the state, and Region VI EPA, as appropriate. Community members selected for CAB membership should reflect the diverse interests within the local community. CAB members must reside in, own property in, or serve communities within Oklahoma County or the surrounding communities.

b. Members shall serve without compensation. All expenses incident to travel and review of environmental activities shall be borne by the respective members or their organizations.

c. Members should be willing to communicate with local community members and groups interested in specific base environmental issues. Members will serve as a direct and reliable conduit for information flow to and from the community groups they represent. To improve communication between the public and CAB members, names of CAB members and telephone numbers will be made available to the public and listed in meeting minutes.

d. The Oklahoma City Air Logistics Center (ALC) commander will nominate the Tinker AFB CAB co-chair and the Tinker co-chair will serve at the discretion of the ALC Commander. The community co-chair will be selected by the members of the CAB.

e. Members are expected to attend all meetings or send an alternate. CAB members shall identify to the community co-chair alternates who can represent community interests in their absence. If a member fails to attend or send an alternate to two consecutive meetings, the CAB co-chairs may ask the member to resign. Members unable to continue to fully participate shall submit their resignations in writing to either of the CAB co-chairs. When a member of the CAB resigns, that member may nominate a representative of the same organization/interest to the full board for membership.

f. CAB members will serve two-year terms. After two years, members may continue to serve additional two-year terms,

if nominated and appointed, until CAB termination (as long as they meet the criteria stated in Section III of this charter). Charter members shall serve a three-year term in order to stagger CAB membership rotation.

g. The community co-chair will be selected by a majority vote of the CAB members at the meeting in which the community co-chair is to be selected. The community co-chair will serve a 12-month term. A community co-chair may serve more than one term, if approved by the CAB members.

h. Additional membership nominations can be made at any time; however, priority will be given to those nominations that clearly enhance the diverse nature of the membership. Once CAB membership reaches 25 members, additional membership will only be considered when an existing member resigns or their term expires. Nominations will be approved by a majority vote of the CAB members present at the meeting the nomination is made.

IV. CAB Structure

a. The CAB shall be co-chaired by a community member and a representative from Tinker AFB. Responsibility for presiding over each meeting will be alternated between the co-chairs. The presiding co-chair will only vote in the event of a tie. A quorum for CAB meetings shall be defined as a simple majority of the members including the presence of the co-chairs (or designated alternate).

b. It is the responsibility of community membership for terminating a community co-chair or member who is ineffective or

detrimental to CAB progress. Community co-chair/member removal is determined by a majority vote of CAB community members who are present at the meeting following the meeting in which the removal is proposed.

c. CAB meetings shall be held quarterly or more frequently when requested by at least five CAB members. CAB meetings shall be held in a location agreed upon by the CAB co-chairs.

d. Agenda items will be developed at the Executive Committee meetings which will meet 2 -3 weeks prior to the regularly scheduled CAB meeting. Additional suggested topics should be forwarded to the base or community co-chair prior to the Executive Committee meeting.

e. Tinker AFB will provide written notification to all CAB members of the date, time, and place of scheduled CAB meetings. Approval of prior meeting minutes will be an agenda item for each meeting. CAB meetings will be open to the general public and the news media.

f. Meeting minutes will be recorded and disseminated by Tinker AFB. Prior to distribution, the meeting minutes will be reviewed by the co-chairs. Minutes will include a list of all attendees at each meeting.

g. Meeting minutes will be made available to the public after approval by the CAB at the next subsequent meeting and will be placed in the information repository.

h. CAB members will regularly review, discuss, and provide comments on a wide variety of environmental documents and plans. Board members should submit written comments to the community co-chair on the subject documents within the time frame specified in accordance with existing FFA and other applicable regulatory schedules. The community co-chair will consolidate comments from CAB members and provide them to the CAB. Tinker AFB shall in turn provide a written response to CAB members in a timely manner. In some cases, CAB meeting minutes may suffice to document responses to specific comments.

i. The advice, comment, and recommendations of the CAB will be the result of consensus whenever possible. When dissenting opinions exist, the viewpoints will be noted in the meeting minutes.

j. Final documents, CAB member comments, and CAB minutes will become part of the Administrative record.

V. Effective Date & Amendments

a. The effective date of this charter shall be the date on which the last signatory signed this charter.

b. This charter may be amended by a majority vote of the CAB members present at the meeting following the one in which the amendment was proposed.

Such amendments must be in writing and signed by the primary members present. Amendments must be consistent with the FFA (Dec 88) and the statutes stated in Part II of the charter (Basis & Authority for Charter), as well as all legally applicable federal, state, and local laws, rules, and regulations.

VI. Termination

The CAB may be terminated upon a majority vote of the CAB membership or, in extraordinary circumstances, by direction of the Oklahoma City Air Logistics Center Commander.


VII. Signatories to the CAB Charter


IN WITNESS WHEREOF, we have set our hands this 30th day of October 2001.


Tinker AFB Co-Chair

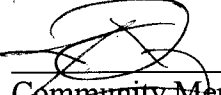

CAB Community Co-Chair



Region VI EPA Representative



Oklahoma State Department of
Environmental Quality

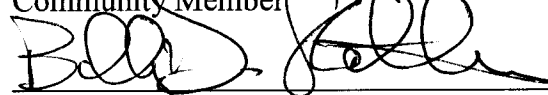

Community Member



Community Member

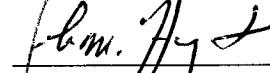

Community Member


Community Member


Community Member


Community Member


Community Member


Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member

Community Member